

---

# Welcome to the Utah Test Administration Training

State and District Testing  
Spring 2017

The ACT<sup>®</sup>



---

# Agenda

1. Program Specifics
2. Testing Program Enhancements
3. Test Facility Requirements
4. Testing Staff Requirements
5. Test Security Requirements
6. Completing Non-Test Portions
7. Test Day Activities
8. Administering the Test
9. After the Test
10. Makeup Testing
11. Collecting, Packing, and Returning Materials
12. Online Testing Overview
  - A. Test Facilities – Online
  - B. Staffing
  - C. PearsonAccess<sup>next</sup>
  - D. Preparing Examinees
  - E. Accommodations
  - F. Test Day Activities
  - G. Administering the Online Test
  - H. Irregularities
  - I. Post-Test Activities
13. Reporting
14. Resources

---

## Authorized Test Dates

- **Feb. 28, 2017** – Initial Standard Time (paper)
- **March 21, 2017** – Makeup Standard Time (paper)
- **Feb. 28–March 14, 2017** – Online Test Window
- **Feb. 28–March 14, 2017** – Accommodations Test Window
- **April 19, 2017** – Second Makeup Standard Time (paper)

---

# Testing Program Enhancements

The ACT



---

## Enhancements for 2016-17

- More of a self-service model
- One secure test materials shipment instead of two
- Material shipment tracking information is available in PearsonAccess<sup>next</sup>
- Confirmation email will be sent to confirm the order
- Submission and approval of offsite requests no longer needed
- Second makeup test date
- Accommodations rosters can now be pulled from PearsonAccess<sup>next</sup>
- Accommodations materials will be shipped in bulk instead of in packets

---

## Enhancements for 2016-17 – Online Testing

- **Number of Test Dates**
  - 11 days of testing (**weekdays only**)
  - Different groups can test each day; once a student begins a test, he/she needs to complete the test that day.
- **Device Offerings**
  - School-owned desktops and laptops only; this includes student-assigned that meet requirements.
  - Chromebooks are supported only when used with installable app software. iPads are not supported at this time.
- **Delivery Modes**
  - Schools can choose to administer paper OR online. Schools will also be able to do mixed-mode administration of the ACT, allowing some students to test online and some on paper.

---

# Test Facility Requirements

The ACT - Paper



## Type and Size of Room

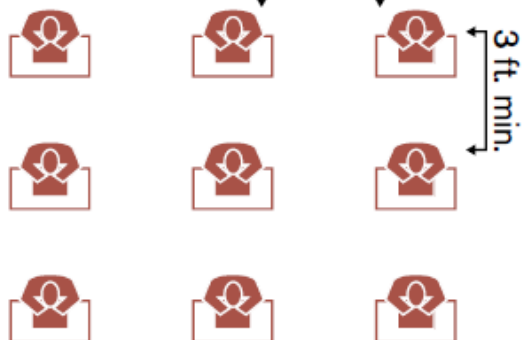
- Recommendation: 15-30 examinees per room
- Maximum: 100 examinees per room



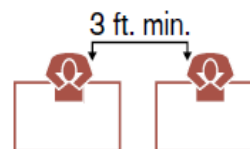


# Room Setup and Seating Arrangements

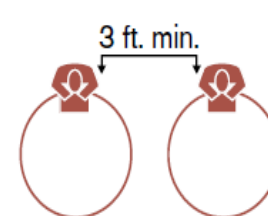
3 ft. min. plus room to circulate



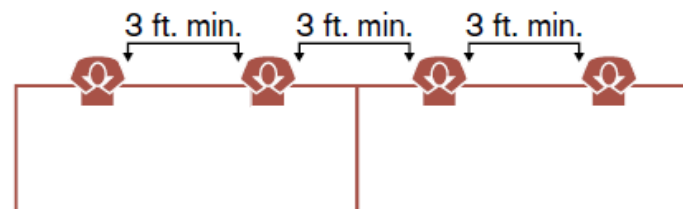
Tables under 6 feet



Round tables any size



8-Foot Tables



## Test Room Items

- Two reliable timepieces
- A phone
- Proper lighting, temperature, and ventilation
- Free from distractions
- Test-related bulletin boards covered



**Desk Surface Too Small**

---

## Off-Site Testing Requirements

- Testing must only occur at a location that meets ACT facility requirements.
- Off-site testing is available for all days of testing: initial, makeup, and/or testing with accommodations.

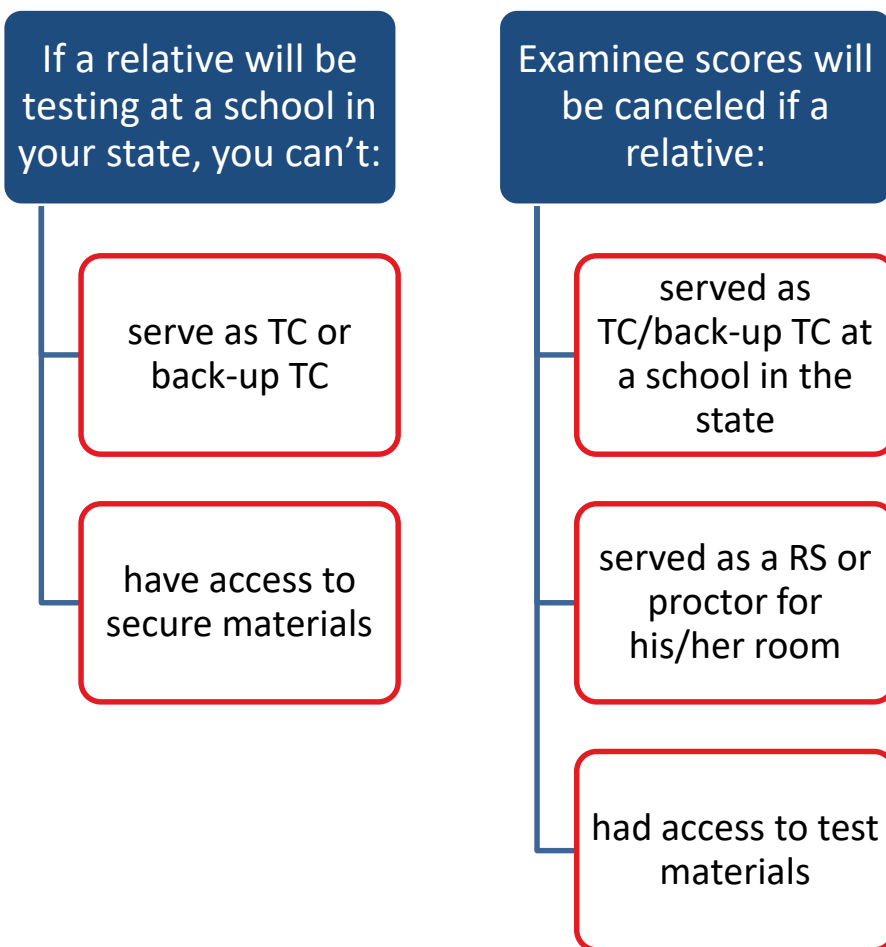
---

# Testing Staff Requirements

The ACT



## Potential Conflicts of Interest



---

## Athletic Coaches

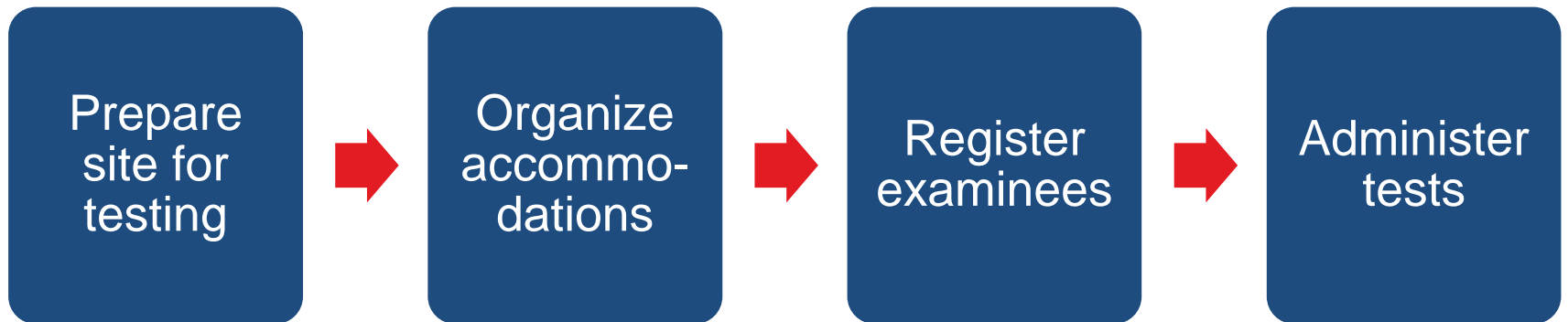
- To protect coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:
  - may not have access to secure test materials before or after testing
  - may serve as a room supervisor, but may not supervise one-on-one testing for a student athlete
- This policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.

---

## Selecting Testing Staff

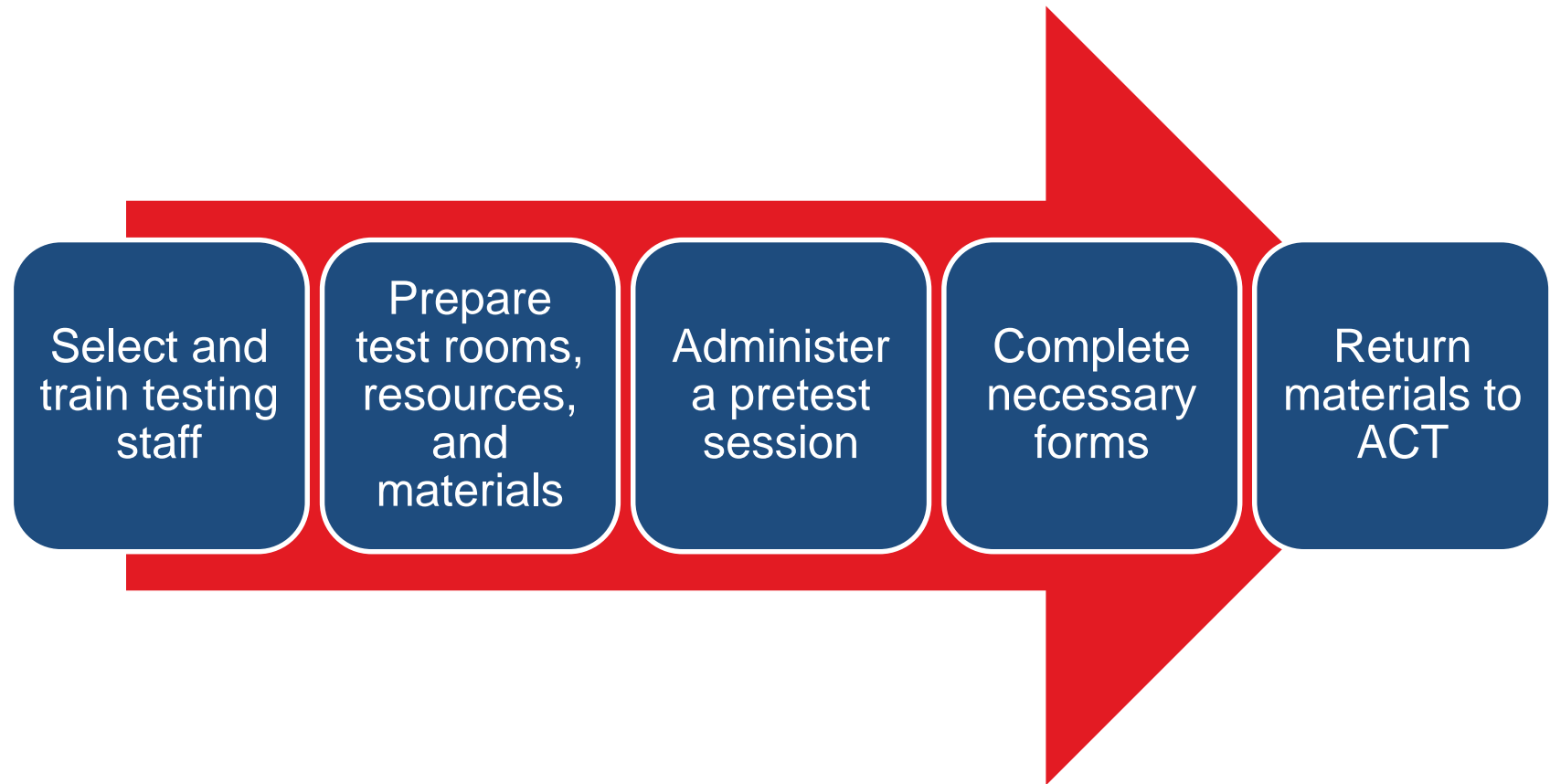
- Persons ineligible to serve as staff:
  - High school students, volunteers, and lower-division undergraduate students
  - Anyone taking the ACT within 12 months
  - If one is involved in ACT test preparation

## School Test Coordinators





## Test Coordinators



## Room Supervisor

---

Attend  
training

Administer  
tests for one  
test room

Be in charge  
of test  
materials

Complete  
necessary  
forms

## Proctors

---

Attend training

Admit  
examinees and  
distribute test  
materials

Help administer  
the test

Be attentive and  
report  
irregularities

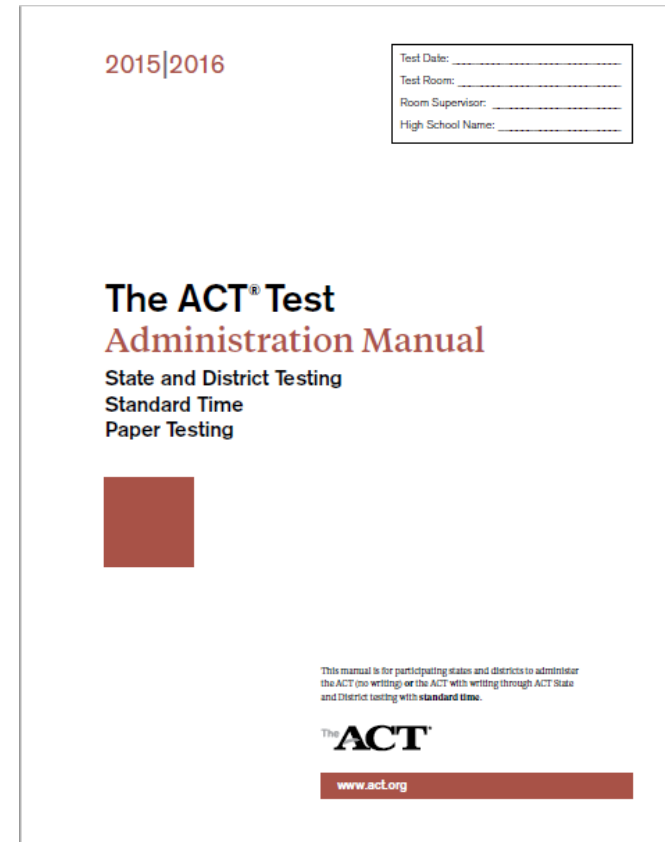
---

## Roving Proctor

- For schools using multiple rooms, floors, or buildings:
  - Help check in and monitor examinees
  - Assist testing staff

# Training Staff

- Mandatory training session before test day



---

# Test Security Requirements

The ACT



# Authorized Access

- Only the test coordinator and select support staff should access test materials before test day.

ACT State and District Testing Staff List (Standard Time Administrations)

Testing School Name \_\_\_\_\_ ACT High School Code (for testing school)   -

City, State \_\_\_\_\_ Test Date \_\_\_\_\_

Test Coordinator \_\_\_\_\_

Print the name, job title (e.g., teacher, counselor), position on the testing staff (TC= test coordinator, RS=room supervisor, P=proctor), and room name/number or other assignment for **all** personnel who assisted with the administration, including those individuals who handled secure materials before and after testing, and anyone who assisted with security.

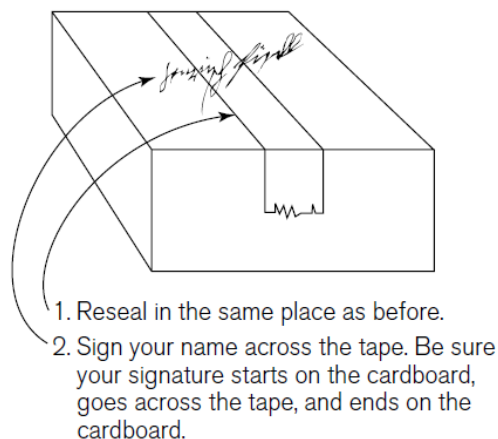
Standard Time Testing Staff Name	School Job Title	Testing Position	Room Name/Number or Rowing Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Test Coordinator: Return this form with your roster and keep a copy for your records.

79

## Receipt and Check-In of Test Booklets

- Within 24 hours of receipt, the test coordinator must open and verify the test materials.





---

## Secure Storage

- If a safe or vault is unavailable, a locked file cabinet or closet in a locked room can be used.

---

# Completing Non-Test Portions

The ACT



---

## Non-Test Portions

- Must be completed before test day
- Session will last around an hour

## Barcode Labels

- Apply labels to the back of the answer documents in the lower-right corner.



---

# Test Day Activities

The ACT



---

## Sample Test Day Schedule

7:30 a.m. Arrival of testing staff

7:45 a.m. Briefing session and distribution of test materials

8:00 a.m. Arrival, identification, and seating of examinees

8:15 a.m. 1) Begin reading verbal instructions

2) Distribute test materials

3) Administer 5 tests

4) Collect/verify test materials

1:10 p.m. Dismiss examinees

# Distributing Materials

**The ACT<sup>®</sup> Test Room Report—Standard Time, Paper**

ACT High School Code \_\_\_\_\_ State \_\_\_\_\_ Type: ☐ No Writing ☐ Writing ☐ Combination

School Name \_\_\_\_\_ Test Date \_\_\_\_\_

Room Supervisor \_\_\_\_\_ Room \_\_\_\_\_

☐ Testing at school ☐ Testing off-site—provide off-site location name and address:

Location Name \_\_\_\_\_

Address/City \_\_\_\_\_

Number of Examinees Seated in This Room \_\_\_\_\_ Number of Staff in This Room \_\_\_\_\_

**BEFORE TESTING: Complete A through C to record and account for ALL TEST BOOKLETS provided to this room.**

A. Multiple-Choice Test Booklets	First Serial Number	Last Serial Number	Total # Booklets
_____ to _____ <i>Additional serial numbers not within the sequence above, if any:</i>			A
B. Writing Test Booklets (if none, enter 0) _____ to _____ <i>Additional serial numbers not within the sequence above, if any:</i>			B

C. Sign and initial as indicated to confirm the transfer of test booklets to the room supervisor.

Room Supervisor Signature \_\_\_\_\_ Test Coordinator Initials \_\_\_\_\_

**AFTER TESTING: Complete D through H to record and account for ALL MATERIALS returned to the test coordinator.**

D. Multiple-Choice Test Booklets	# Used	+	# Unused	=	Total # Booklets
_____	_____	+	_____	=	_____
<i>Must equal "A" above</i>					

E. Writing Test Booklets (if none, enter 0)	+	#	=	Total # Booklets
_____	+	_____	=	_____

F. Answer Documents (used only)	# To Score	# Voided	# Replaced
_____	_____	_____	_____

Attach AD to Irregularity Report \_\_\_\_\_ Attach AD to Irregularity Report \_\_\_\_\_

*= # of examinees in room*

G. Test Coordinator—After testing, mark (✓) as you confirm counts and completeness/correctness of documents that apply to this room.

MC Test Booklets	Writing Test Booklets	Answer Documents	Test Room Report	Seating Diagram	Timing Report	Roster	ACT ID Forms	Irregularity Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If applicable, submit an Irregularity Report to explain test booklet and/or answer document discrepancies.

H. Sign and initial as indicated to confirm the transfer of test booklets to the test coordinator.

Test Coordinator Signature \_\_\_\_\_ Room Supervisor Initials \_\_\_\_\_

**Test Coordinator—Return this completed folder in the RED envelope. Do not separate the pages.**

- Test coordinator must personally hand over materials to the room supervisors on test day.
- Never leave test booklets unattended.

---

## Admitting Examinees to the Test Room

- Verify identification, note on the roster:
  - Photo ID
  - ACT Student Identification Letter with Photo
  - Staff Recognition



---

## Seating Examinees

- Do not allow examinees to choose their seats.
- You may seat examinees alphabetically or in random order.
- Separate groups that arrive together.

---

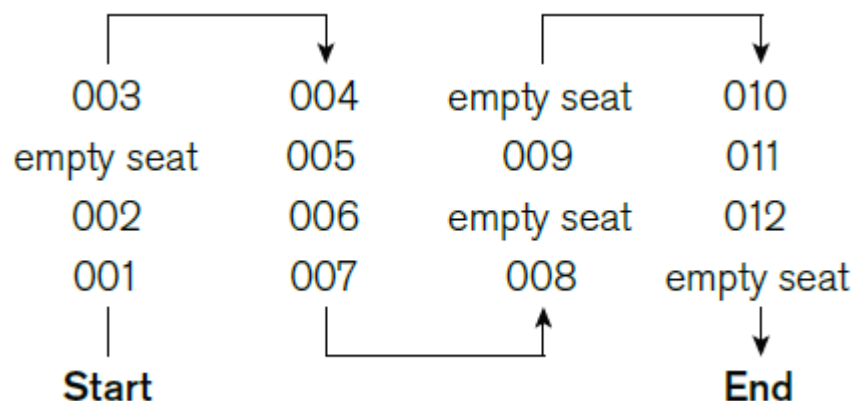
# Administering the Tests

The ACT



## Distributing Test Materials to Examinees

- Keep track of the serial numbers to complete the Seating Diagram.



## Sequence of Tests

- Tests must be administered in exact order

The ACT with Writing	
Test 1	45 minutes
Test 2	60 minutes
Break	15 minutes
Test 3	35 minutes
Test 4	35 minutes

# Timing the Tests

The **ACT**<sup>®</sup>

## Timing Report

Record the actual time of day (e.g., 8:52 a.m.) these announcements are made for each test.

	Duration	Start	5 Minutes Remaining	Stop
■ Test 1	45			
△ Test 2	60			
■ Test 3	35			
○ Test 4	35			
Writing	40			

Is there an Irregularity Report regarding timing? ☐ Yes ☐ No

### 1 Timing Chart for Test 1

Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:45	0:12	0:57	0:24	0:09	0:36	0:21
0:01	0:46	0:13	0:58	0:25	0:10	0:37	0:22
0:02	0:47	0:14	0:59	0:26	0:11	0:38	0:23
0:03	0:48	0:15	0:00	0:27	0:12	0:39	0:24
0:04	0:49	0:16	0:01	0:28	0:13	0:40	0:25
0:05	0:50	0:17	0:02	0:29	0:14	0:41	0:26
0:06	0:51	0:18	0:03	0:30	0:15	0:42	0:27
0:07	0:52	0:19	0:04	0:31	0:16	0:43	0:28
0:08	0:53	0:20	0:05	0:32	0:17	0:44	0:29
0:09	0:54	0:21	0:06	0:33	0:18	0:45	0:30
0:10	0:55	0:22	0:07	0:34	0:19	0:46	0:31
0:11	0:56	0:23	0:08	0:35	0:20	0:47	0:32

### 2 Timing Chart for Test 2

Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:00	0:12	0:12	0:24	0:24	0:36	0:36
0:01	0:01	0:13	0:13	0:25	0:25	0:37	0:37
0:02	0:02	0:14	0:14	0:26	0:26	0:38	0:38
0:03	0:03	0:15	0:15	0:27	0:27	0:39	0:39
0:04	0:04	0:16	0:16	0:28	0:28	0:40	0:40
0:05	0:05	0:17	0:17	0:29	0:29	0:41	0:41
0:06	0:06	0:18	0:18	0:30	0:30	0:42	0:42
0:07	0:07	0:19	0:19	0:31	0:31	0:43	0:43
0:08	0:08	0:20	0:20	0:32	0:32	0:44	0:44
0:09	0:09	0:21	0:21	0:33	0:33	0:45	0:45
0:10	0:10	0:22	0:22	0:34	0:34	0:46	0:46
0:11	0:11	0:23	0:23	0:35	0:35	0:47	0:47

### 3 & 4 Timing Chart for Tests 3 & 4

Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:35	0:12	0:47	0:24	0:59	0:36	0:11
0:01	0:36	0:13	0:48	0:25	0:00	0:37	0:12
0:02	0:37	0:14	0:49	0:26	0:01	0:38	0:13
0:03	0:38	0:15	0:50	0:27	0:02	0:39	0:14
0:04	0:39	0:16	0:51	0:28	0:03	0:40	0:15
0:05	0:40	0:17	0:52	0:29	0:04	0:41	0:16
0:06	0:41	0:18	0:53	0:30	0:05	0:42	0:17
0:07	0:42	0:19	0:54	0:31	0:06	0:43	0:18
0:08	0:43	0:20	0:55	0:32	0:07	0:44	0:19
0:09	0:44	0:21	0:56	0:33	0:08	0:45	0:20
0:10	0:45	0:22	0:57	0:34	0:09	0:46	0:21
0:11	0:46	0:23	0:58	0:35	0:10	0:47	0:22

### W Timing Chart for Writing Test

Start	Stop	Start	Stop	Start	Stop	Start	Stop
0:00	0:40	0:12	0:52	0:24	0:04	0:36	0:16
0:01	0:41	0:13	0:53	0:25	0:05	0:37	0:17
0:02	0:42	0:14	0:54	0:26	0:06	0:38	0:18
0:03	0:43	0:15	0:55	0:27	0:07	0:39	0:19
0:04	0:44	0:16	0:56	0:28	0:08	0:40	0:20
0:05	0:45	0:17	0:57	0:29	0:09	0:41	0:21
0:06	0:46	0:18	0:58	0:30	0:10	0:42	0:22
0:07	0:47	0:19	0:59	0:31	0:11	0:43	0:23
0:08	0:48	0:20	0:00	0:32	0:12	0:44	0:24
0:09	0:49	0:21	0:01	0:33	0:13	0:45	0:25
0:10	0:50	0:22	0:02	0:34	0:14	0:46	0:26
0:11	0:51	0:23	0:03	0:35	0:15	0:47	0:27

---

## Staff Attentiveness during Testing

- Any activity unrelated to test administration is not allowed.
- Testing staff must walk around.

---

## Break after Test 2

- Begin the break **immediately** after Test 2.
- Submit an Irregularity Report for breaks longer than 15 minutes.
- Monitor students both in the room and in the hallway.

---

## Examinees Who Leave During a Test and Return

- Collect test materials until they are readmitted.
- Examinees are not allowed to make up missed time.



## Group Irregularities

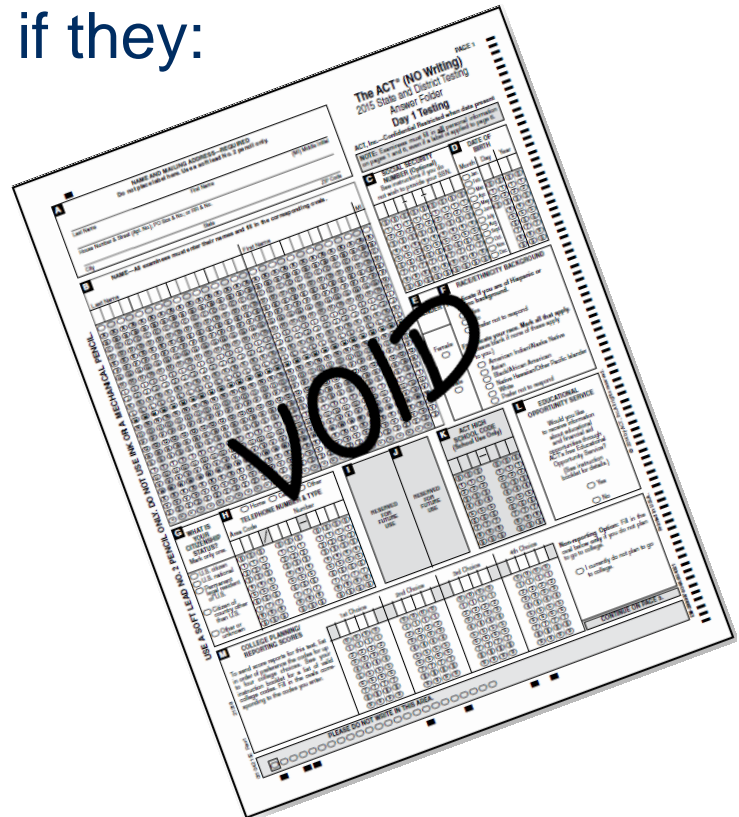
Group Irregularities
Interrupting a test
Disturbances and distractions
Emergency evacuation
Rescheduled examination
Missing or stolen test materials
Mistiming
Power failure

## Individual Irregularities

Individual Irregularities
Examinees who leave early
Test item challenges
Defective test materials
Duplicating test materials
Failure to follow directions in marking responses
Examinees who become ill
Irrational behavior
Prohibited behavior at the test site
Dismissal for prohibited behavior

# Prohibited Behavior

- Examinees are to be dismissed if they:
  - misuse materials or calculator
  - cheat (or attempt to)
  - take test content (or attempt to)
  - don't follow testing rules
  - use inappropriate behavior
  - cause a distraction



## Completing an Irregularity Report for Examinee Dismissal

The Irregularity Report should include:
Time of the incident
Examinee's name(s)
Examinee's test room and seating location(s)
Details of the observed incident
Statements you and examinee(s) made
Name of staff who observed irregularity

## Reasons for Scores to be Canceled

Reasons for Scores to be Canceled	
Rooms not set up correctly	Tests completed out of testing window
Conflict of interest with staff	Misuse of timing codes
Advanced access to test content	Using wrong test materials
Tests not given in correct order	Different timing codes in same room
Mistiming of test	Irrational or prohibited behavior
Test materials are duplicated/duplication is attempted	

---

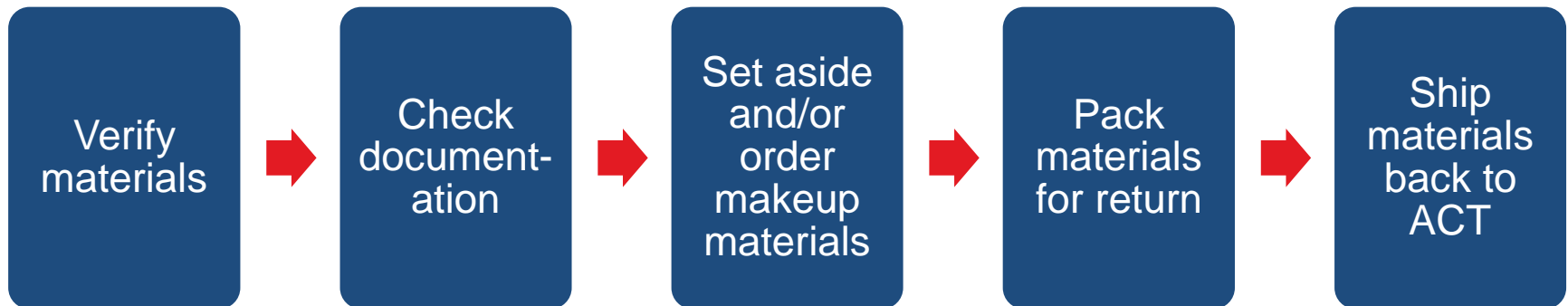
# After the Test

The ACT



## Test Coordinator Procedures

- Immediately after testing, the test coordinator must:



---

# Makeup Testing

The ACT





---

## Examinees to Schedule for Makeup Testing

You may administer the makeup test to these examinees:

- Absent
- Arrived too late to admit
- Began but did not complete testing

---

## Schedule Examinees for Makeup Testing

Unlike paper testing, online testing has no test date specifically designated for makeup testing. With online testing, an examinee may take a makeup test on one of the remaining test days within the online test window.

- Create a new test session or add the examinee to an existing test session.
- Move the examinee from his or her originally assigned session to the makeup session.
- See “PearsonAccess<sup>next</sup> Test Sessions” and “Examinees and Test Sessions.”

---

# Collecting, Packing, and Returning Materials

The ACT



---

## Test Booklet Form Number and Site Header

- Test coordinator ensures correct test booklet and form numbers are on the answer documents.
- Test coordinator puts answer documents under the site header to pack and return to ACT.

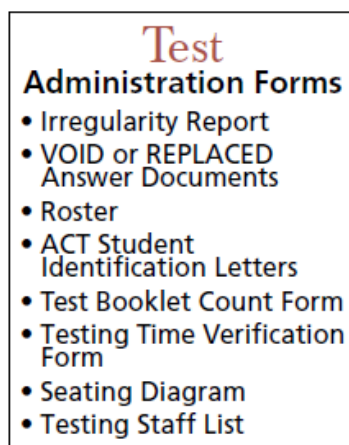
## Collecting RS Documents before Dismissal

Document	Action	Copy for Records
Test Booklets	There are no answer documents inside and the test booklets are arranged in sequential serial number order.	
Answer Documents	Each answer document has the correct required identifying information on the front and back pages.	
Test Room Report	Completed, signed, and initialed by the TC and RS and all test booklets are accounted for.	X
Roster	All examinees scheduled to test are listed and whether they tested, with any ACT Student ID Letters attached.	X
Seating Diagram	All items in the top half are complete and test booklet serial numbers are recorded in the squares.	X
Timing Report	Each test has the start, 5 minutes remaining, and stop times recorded.	X
Irregularity Report	Signed with explanation, and voided/replaced materials are attached.	X

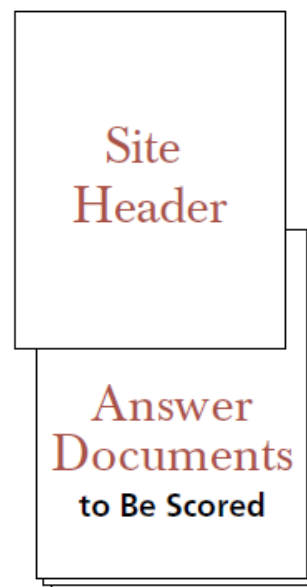
## Sorting the Answer Documents

If the answer document:	Then:
Is ready to be scored	Return it in the green envelope
Was voided and attached to an Irregularity Report	Return it in the red envelope
Is unused with no markings or barcode labels	Securely destroy it
Has only a barcode label on it	Securely destroy after 6 months
Has non-test portions completed, but not test items	Securely destroy after 6 months

## Packing the Red and Green Envelopes

[illegible]

**RED Envelope**  
**Required Test Date**  
**Documentation**  
(Place on TOP of ALL  
Green Envelopes)

[illegible]

GREEN  
Envelope(s)

**Answer Documents to Be Scored:**  
No Writing:  $\leq 150$  per envelope  
Writing:  $\leq 100$  per envelope

# Packing the Polymailer

The image shows two ACT State Testing forms. The left form is titled 'ACT State Testing Test Administration Forms—Standard Time' and contains various fields for test administration, including 'Test Date', 'Test Site', and 'Test Type'. The right form is titled 'ACT State Testing Answer Folders for Processing—Standard Time' and contains fields for 'Answer Folder Number' and 'Answer Folder Date'. Both forms have the ACT logo at the bottom.

**RED Envelope**  
**Required Test Date Documentation**  
(Place on TOP of ALL Green Envelopes)

**GREEN Envelope(s)**  
**Answer Documents to Be Scored:**  
No Writing:  $\leq 150$  per envelope  
Writing:  $\leq 100$  per envelope

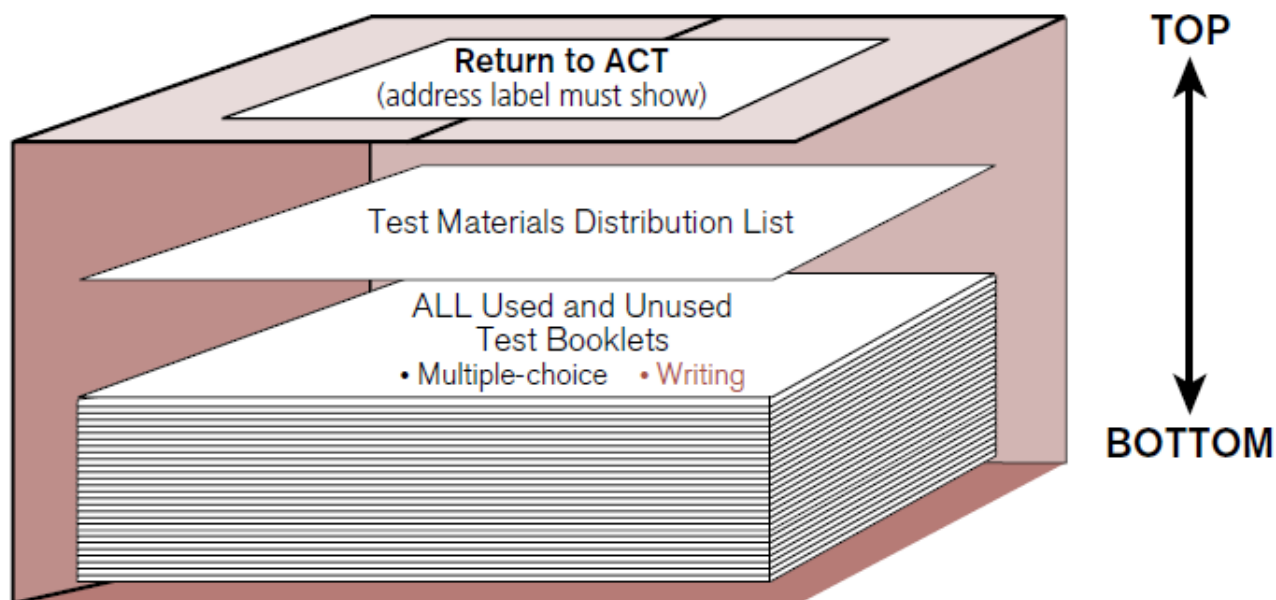
The diagram illustrates the packing process. A red envelope is shown being placed on top of a green envelope. An arrow points down from the red envelope to a larger green envelope, which is then placed inside a polymailer. The polymailer is shown as a large white envelope with a red vertical strip on the left side. The ACT logo is visible in the bottom left corner of the polymailer.

**Polymailer**



## Packing the Cartons

Reverse the end flaps to display the prepaid return label.  
Seal with the tape provided.



---

## Storage and Pickup

- Return the polymailer and cartons to secure storage after materials are packed.
- On the date scheduled for pickup, place the polymailer and cartons in the monitored pickup location.

---

# Online Testing Overview

The ACT – Online Testing



---

## Requirements for Online Administration

- School equipment must meet hardware, software, and other technical requirements defined by ACT. Site readiness includes performing system checks to ensure technical requirements are met.
- ProctorCache software as defined by ACT in the *Technical Guide for Online Testing* must be installed.

**Important!** If your school does not meet the requirements during site readiness or install ProctorCache software, ACT will change your administration from online to paper.

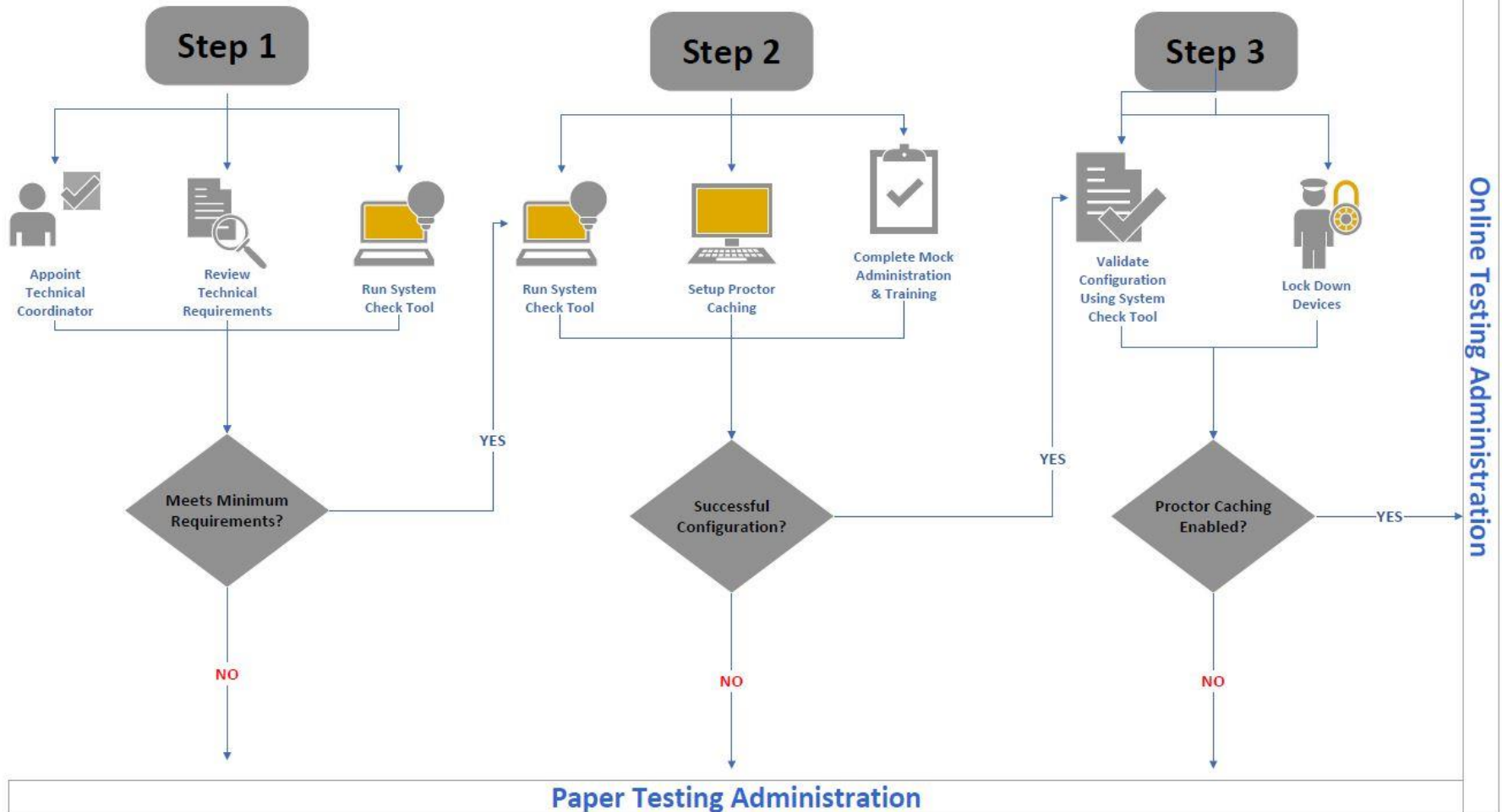
---

## Administrative Monitoring

- Each test room must have a separate computer for the room supervisor to access PearsonAccess<sup>next</sup> to:
  - Start/close test session
  - Monitor testing progress
- Room supervisor's computer must pass the technical check and be located in an area where all examinees are visible.

# Site Readiness Checkpoints

## The ACT Online Testing Site Readiness Plan



## The Online Process

Before Test Day	
Who	Activity
Test Coordinator	Creates user account in PearsonAccess <sup>next</sup>
	Assigns examinees to test sessions
	Prints student authorization tickets
Tech Coordinator	Reruns computer system checks a week before testing
	Pre-caches test content two days before testing
Examinee	Completes pretest information online

## The Online Process

On Test Day	
Who	Activity
Test Coordinator	Distributes materials to each room supervisor
	Assists staff with questions/issues; contacts ACT
Tech Coordinator	Assists with any system issues
Room Supervisor	Prepares computers for testing
	Starts test sessions in PearsonAccess <sup>next</sup>
	Admits examinees to rooms



## The Online Process

During Testing	
Who	Activity
Room Supervisor	Reads verbal instructions
	Distributes materials to examinees
	Monitors test sessions
	Handles and documents irregularities
	Ensures that all examinees submit their tests
	Closes test sessions in PearsonAccess <sup>next</sup>

---

## Differences with Online Testing

- Pretest and responses submitted via the online method
- Available to examinees on 11 test dates
- Missed scheduled test sessions can test one of the other dates
- Available to examinees testing with eligible ACT-approved accommodations during a two-week window

---

## Online Testing Components

- **PearsonAccess<sup>next</sup>**
  - Where student data is stored
- **TestNav**
  - Secure, browser-based application used by students for online testing
  - Uploads student responses to PearsonAccess<sup>next</sup> and saves an encrypted backup file as a student moves through the test
- **ProctorCache**
  - Stores local cached copy of test content
  - Saves bandwidth usage and quickly loads test
- **SystemCheck**
  - Evaluates testing workstation readiness
  - Run from testing stations

- **TestNav:** The test delivery engine used by examinees to take the tests at <https://tn.actonline.act.org>

---

## Seal Codes

- Seal codes are:
  - A combination of letters and numbers examinees must enter to begin each test section
  - Retrieved by the room supervisor from PearsonAccess<sup>next</sup> and provided to the examinee
  - Unique to each test session

---

## What If?

What happens if issues are encountered with the network during testing?

- TestNav will save student responses to an encrypted backup file so the student can either continue testing or exit the system without losing response data.

---

# Test Facilities

The ACT – Online Testing



---

## Technical Requirements

- Your school **must** download the ProctorCache software.
  - Almost 97% of issues that arose during online testing were at schools that had not proctor cached.
- Updated technical requirements can be found at:  
[www.act.org/content/act/en/products-and-services/state-and-district-solutions/act-online-testing.html](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/act-online-testing.html)

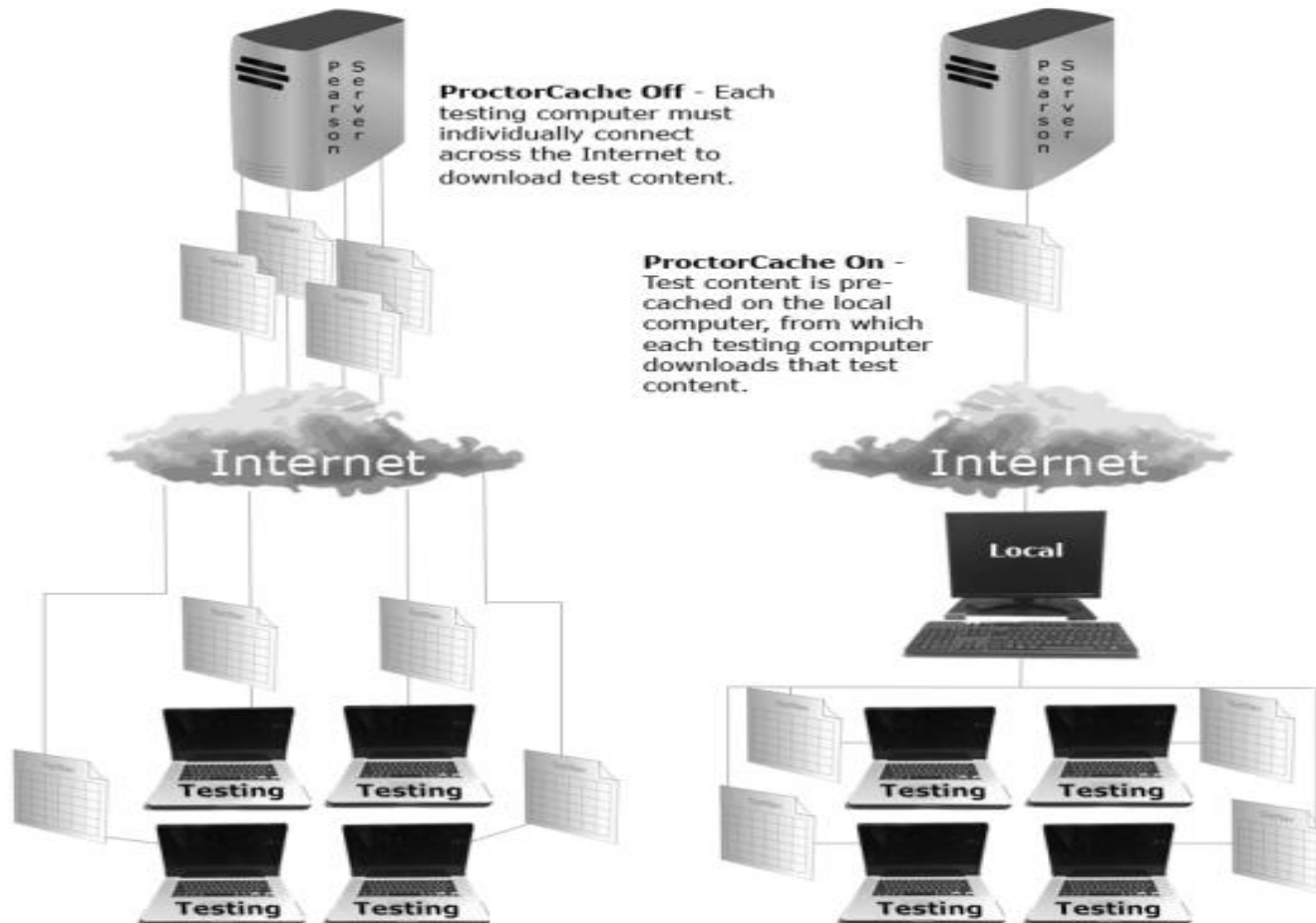


---

## What is Proctor Caching?

- Software used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content
- Allows you to pre-cache test content to your local network before a test
- Reduces the burden on your ISP by eliminating redundancy in requests for test content
- Stores an encrypted local copy of all pre-cached tests

# Why Use Proctor Caching?



---

## Technical Requirements

- ACT will switch administration from online to paper if requirements are unmet
- Administrative monitoring in each room
- Test content security
  - The ACT must be given using a “locked-down” testing application that disables use of other applications during testing.

## Seating Arrangements

If the room has:	Then workstations:
No dividers between workstations	<ul style="list-style-type: none"><li>• Must face the same direction, not the wall or each other</li><li>• Must be placed 3 feet apart side-to-side and 5 feet front-to-back</li><li>• Must be set up so examinees cannot see screens in front of them</li></ul>
Dividers between workstations	<ul style="list-style-type: none"><li>• Do not need to face the same direction</li><li>• May face the wall/each other if adequate privacy exists</li></ul>
U-shaped seating configuration	<ul style="list-style-type: none"><li>• Must face the wall and not each other</li></ul>

---

# Staffing

The ACT – Online Testing



## Room Supervisor Responsibilities

Identifying and  
admitting  
examinees to  
rooms

Managing test day  
materials and  
documentation

Completing test  
day activities in  
PearsonAccess<sup>next</sup>

Helping and  
monitoring  
examinee progress

---

## Technical Coordinator Responsibilities

Ensuring computers  
and infrastructure  
meet online testing  
requirements

Helping staff set up  
for test day

Troubleshooting  
technical issues  
examinees may  
have with testing

---

**PearsonAccess<sup>next</sup>**

**The ACT – Online Testing**

**ACT<sup>®</sup>**





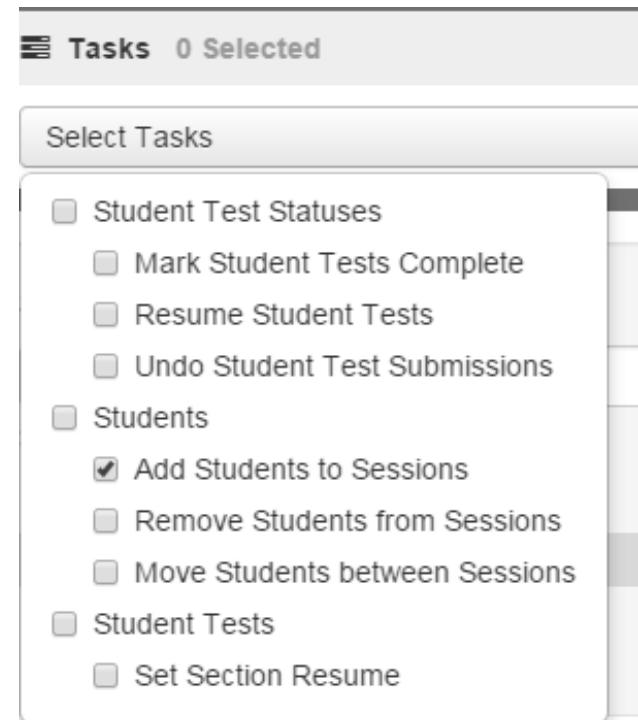
## User Accounts

- ACT created a test coordinator account in PearsonAccess<sup>next</sup> during the establishment process.

The screenshot displays the 'Tasks' section of the PearsonAccess<sup>next</sup> user management interface. At the top, a header bar indicates 'Tasks 1 Selected'. Below this, a 'Select Tasks' dropdown menu is open, showing two options: 'Create / Edit Users' (which is selected with a checkmark) and 'Delete / Restore Users'. To the right of the task selection is a 'Start' button with a dropdown arrow. Below the task selection, a 'Selected Roles^' section is visible, containing a list of roles: 'District Test Coordinator' (highlighted), 'Room Supervisor', 'Technical Coordinator', and 'Test Coordinator'.

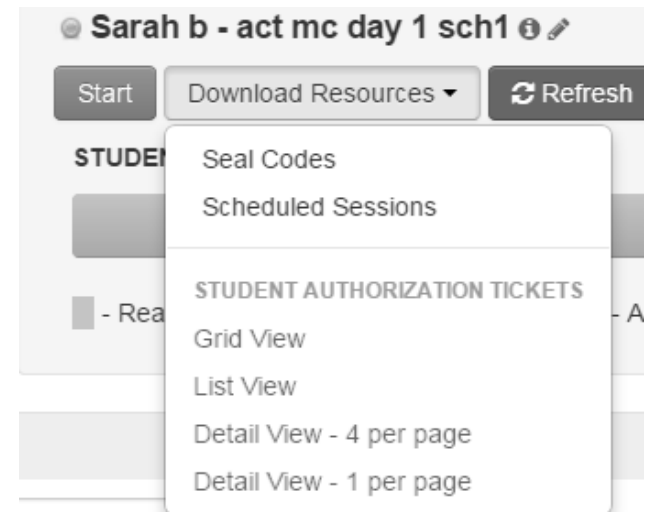
# Test Sessions

- Assign examinees to test sessions no later than two weeks before the first day of the testing window.



## Student Authorization Tickets

- Printout containing the examinee's individually assigned username and password
- TC must print one ticket for each examinee prior to test day



---

## Security of Test Materials

- Secure materials include:
  - Pretest instructions for online testing
  - Student authorization tickets
  - Used scratch paper
- Materials must be locked when not in use with authorized access.

---

# Preparing Examinees

The ACT – Online Testing



---

## Pretest Instructions for Online Testing

- Each examinee will get a personal set of instructions with a unique claim code.
- Examinees have until 4 days after the test window to complete their pretest information.
- Pretest information should not be completed on test day.

---

## How to Complete the Pretest Information

- Holding an in-school session
- Asking examinees to complete pretest information on their own time

---

# Accommodations

The ACT – Online Testing





---

## ACT-Approved Accommodations for Online Testing

- ACT-approved accommodations for online testing:
  - Additional or stop-the-clock breaks with standard time
  - Extended time to complete each test
  - Testing over multiple days
- For other test formats or with a reader, examinees must test via paper.

---

## ACT-Approved Accommodations Testing Window

- Tests must be administered only during the accommodations window or they will not be scored.
- The requirement to begin no later than 9:00 am **does not apply** to accommodations testing.

---

## Scratch Paper

- What to use for scratch paper if the examinee is testing:
  - In a single sitting
    - His or her student authorization ticket and, as needed, ACT blue scratch paper
  - Over multiple days/sittings
    - ACT blue scratch paper only
    - Must use a fresh sheet each day

## Student Authorization Tickets

- For examinees with accommodations testing over multiple days:

The student authorization ticket must be reused each day.

Collect the ticket each day and keep it secure until handing it back for the next test.

Tickets cannot be used as scratch paper since they are reused.

---

## Differences with Timing the Tests

- Standard time online test sessions: Computer times the test.
- Standard time paper testing: Room supervisor times the tests.

---

# Test Day Activities

The ACT – Online Testing



---

## Prepare Test Room Computers

- Room supervisors will take the following steps before admitting examinees:
  - At the administrative computer, open an approved browser and launch **PearsonAccess**<sup>next</sup>
  - At each work station, launch the TestNav app
  - Know how to retrieve seal codes from **PearsonAccess**<sup>next</sup>
  - Have student authorization tickets for all examinees in your room

# Admitting Examinees to the Test Room

## ACT State and District Testing Roster

### Instructions

On test day, the room supervisor is to mark the roster to document those examinees who are absent or denied admission as well as document the type of ID accepted for those who are admitted. Mark a roster notation for every name. Complete a roster for each test session scheduled. You may use the template below after copying examinee information from PearsonAccess<sup>next</sup> for each test session.

Date of test session		Test site / high school name
Room name / number		Room supervisor name
<b>Roster Notations</b> P = photo ID L = ACT Student Identification Letter with Photo R plus staff initials = personal recognition by staff — = Absent DENIED = Denied admission		
Examinee's Name (print or type) List all examinees assigned to this test session.		Mark attendance with a notation for each name.
1		
2		
3		
4		
5		
6		
7		



---

## Test Day Documentation: Room Supervisor Responsibilities

- When examinees submit the last test, they are automatically logged out of TestNav.
- Before dismissing examinees:
  - Collect the student authorization tickets and scratch paper.
  - Keep each examinee's scratch paper and student authorization ticket together.

---

# Administering the Online Tests

The ACT – Online Testing

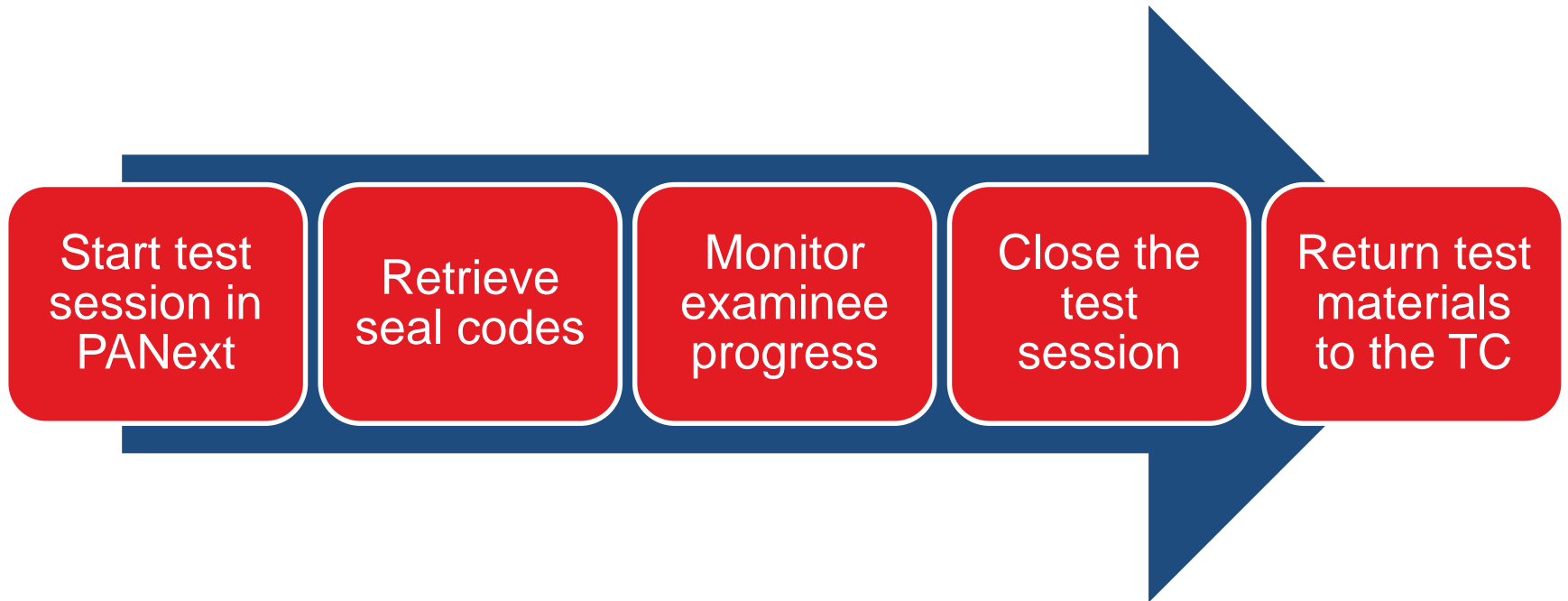


---

## Test Room Start Time

- Verbal instructions must start no later than 9:00 a.m. in all rooms.
- Room supervisors in rooms starting later than 9:00 a.m. must complete an Irregularity Report.

## Administering the Tests



---

# Irregularities

The ACT – Online Testing



# Irregularities

- The Irregularity Report is the online form for documenting irregularities through PearsonAccess<sup>next</sup>.

Please fill out the following form. Highlight

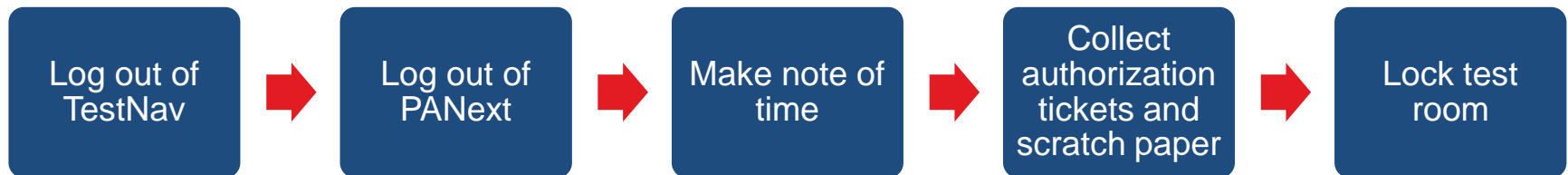
**ACT** **Irregularity Report for Online Testing**

Test Center Name:		Your Name:		Your Role:	<input type="radio"/> Test Coordinator <input type="radio"/> Room Supervisor
ACT High School Code/Test Center Code:		Test Date:			
City, State:		Test Session Name in PearsonAccess <sup>next</sup> :			

**Individual Irregularities:** Use this section to record irregularities that affect individual examinees. You can record up to three individual irregularities in this section. Complete additional Irregularity Reports if you have more than three individual irregularities to report.

	Examinee 1	Examinee 2	Examinee 3
What is the examinee's name?			
What is his/her claim code in PearsonAccess <sup>next</sup> ?			
What happened?			
When did it happen?	It happened at .	It happened at .	It happened at .

# Emergencies



## Handling Examinees Who Leave and Do Not Return



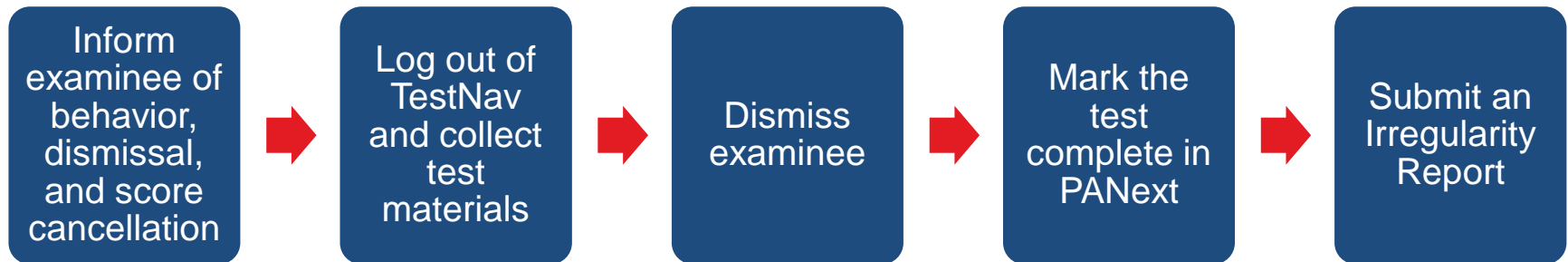


## Examinees Who Leave and Come Back

If an examinee becomes ill or asks to go to the bathroom and returns after the next test has already started:



## How to Handle Prohibited Behavior



---

# Post-Test Activities

The ACT – Online Testing



---

## Collect Materials from Room Supervisors

- Collect from each room supervisor:

Completed  
Roster and  
Seating Diagram

Student  
authorization  
tickets

Used and  
unused scratch  
paper

Administration  
manual

## Packing the Red Envelope

- Insert the following documents in the red envelope:

Completed Seating  
Diagrams

Unused Student  
Authorization  
Tickets

Unused scratch  
paper

State and District  
Testing Staff Lists

Unused red  
envelopes

Marked rosters

ACT Student  
Identification  
Letters

Examinee's student  
authorization ticket  
clipped to scratch  
paper

---

## Post-Test Activities

- In addition to materials for standard time online testing, insert the following documents into the red envelope:
  - The TAA PIN Report
  - Completed Test Room Report

---

## Packing and Mailing the Polymailer

- Place the red envelope in the polymailer.
- Seal the polymailer and return to secure storage until the scheduled pickup date.
- On the pickup date, place the polymailer in a secure location for the carrier to pick up.

---

# Reporting

The ACT





---

## Reporting Schedule

- **Student Report**

- One copy of the ACT Student Report sent to student's home address

- **School-Level Reports**

- ACT Student Report (1)
- ACT Student Labels (2)
- ACT High School Check List Report (1)

**The above reports will be sent to schools 3-8 weeks following receipt of answer documents.**

- **NEW!** ACT State-Allowed Score Notification Letter (2): **Delivered no later than July 7, 2017.**
- ACT Profile Report—High School (1): **Delivered no later than July 7, 2017.**

---

# ACT Test Reporting

- **District-Level Reports**
  - **NEW!** ACT Profile Report—High School
  - ACT Profile Summary Report—District
  - ACT Student Level Data File

**Delivered no later than July 7, 2017.**

---

# Resources

The ACT



---

## Resources

- For Utah policy inquiries, please contact Jared Wright at the Utah State Board of Education:
  - 801-538-7871 or [jared.wright@schools.utah.gov](mailto:jared.wright@schools.utah.gov)
- [www.schools.utah.gov/main/](http://www.schools.utah.gov/main/)

---

## Accommodations Resources

- Accommodations on the ACT
- Test Accessibility and Accommodations (TAA) User Guide
- Training Videos:
  - [Requesting TC Trusted Agent Access](#)
  - [Requesting TAC Access to TAA](#)
  - [Request Accommodations for New Examinee](#)

---

## Resources

- ACT-Utah website:  
[www.act.org/stateanddistrict/utah](http://www.act.org/stateanddistrict/utah)
- Customer Service:
  - Standard Time Test Administration:  
800.553.6244, ext. 2800
  - Accommodations Administration:  
800.553.6244, ext. 1788

---

**Thank you!**

